

DA FORM 3953 (PR&C)

INSTRUCTIONS

The Contracting Office that will Be working the requirement (Victory, Downtown etc.)

Leave blank

Put "C-8 Resource Management Camp Victory Iraq"

Requesting units document number for all non property book items.
PBO document number for all property book items.

Date prepared Number of pages

If it is a PBO item put "Proper Book Officer and address. For non property book items, the location item or service is to be delivered. Include as much detail as possible (i.e bldg, trailer number)

Complete unit address to include APO and base camp for receiving Unit.

Leave Blank

Number each separate item or service requirement.

**Complete description of item or service required. Equipment And supplies must be authorized AND approved

The specific purpose for requirement (i.e. upgrade east gate force protection Camp Able Sentry) .

Signature block of initiating officer

Phone number of initiating officer

Signature block of IPBO or supply officer providing document number

PURCHASE REQUEST AND COMMITMENT <small>For use of this form see AF 37-1, the contract agency's OIGAPM</small>				1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE 1 OF _____ PAGES
4. TO				5. THRU		6. FROM	
7. REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW BE DELIVERED TO THE FOLLOWING ADDRESS: 8. DELIVERED TO							
9. NOT LATER THAN (Date)							
10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION							
11. TELEPHONE NUMBER							
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOLLOWING BY							
13. REQUESTING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY							
14. EMERGENCY SITUATION PRECLUDES USE OF REQUESTION CHANNELS FOR SECURING ITEM							
15. ITEM X	16. SUPPLY OR SERVICES	17. DESCRIPTION	18. QUANTITY	19. UNIT	20. ESTIMATED UNIT PRICE a	21. TOTAL COST b	22. ACCOUNTING CLASSIFICATION AND AMOUNT
23. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE							
24. TYPED NAME AND GRADE OF INITIATING OFFICER				25. SIGNATURE		26. DATE	
27. TELEPHONE NUMBER				28. SIGNATURE		29. DATE	
30. TYPED NAME AND GRADE OF SUPPLY OFFICER				31. SIGNATURE		32. DATE	
33. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE				34. SIGNATURE		35. DATE	
36. TELEPHONE NUMBER				37. SIGNATURE		38. DATE	

DA FORM 3953, MAR 91

EDITION OF AUG 76 IS OBSOLETE

USAPRCV.1.10

* Signature of supply officer

* Signature of initiating officer

Complete signature block of approving officer.

Approving authority for purchases are: LTC or above for purchases under \$50,000.

COL or above for purchases under \$100,000.

Last update: 30 Sept 2004

General Officer for purchases over \$200,000.00.

For questions: MNC-1 C-8 @ 822-1204/1205

NOTES: 1. Do not combine PBO items with non-PBO items in same PR&C. Include the sources and estimates in block 15. For items or services more than \$2,500.00, requestor must provide three sources with estimates (required by FAR). Include Shipping Costs.